Annual Training Requirement

- Memo signed by Acting SecArmy
  - Face-to-face annual training required
  - Acting SecArmy directs:
    - Army General Counsel and all Ethics Counselors to provide face to face ethics training to every Soldier and civilian employee
  - Responsibility belongs to the lawyers!
- On-line training permitted ONLY IN ADDITION to the face-to-face training

Reporting Requirements

- **Legal Offices will report through SOCO (thru MACOMS) /HQ USAMC/HQ USACE to OGC:**
  - **Training plan for 2004**
    - **Include total number of Soldiers and employees at your command**
    - **How ECs will accomplish objective**
  - **DUE NLT 1 MAY 04**
  - **Monthly report of what accomplished**
    - **Due first working day of each month**

OGE List Serve

- **OGE List Serve**
  - **All Ethics Counselors must join**
  - **All attorneys should join**
  - **Include in 1 MAY Ethics Training Report the nu of ECs who have yet to**